

Davis District Job Shadow Agreement

Learning about business is simpler for students who, through observation or otherwise, gain an understanding of how the world of business works. However, for this to be a meaningful experience, students should job shadow someone in their career path interest area. Job Shadowing is an exploratory experience where students are with an adult mentor(s) for one day at the work site. These mentors provide an opportunity for students to experience the world of work and apply their education in a real world setting. This experience helps students understand the relevance of education through application.

Students are responsible to contact a potential Job Shadow site and receive approval from an adult mentor at the work site to visit as a Job Shadow activity.

The job shadow mentor **must** be over 21, and have at least two years of experience in their career field.

Students are also responsible to have the Job Shadow Agreement signed and returned to the appropriate school personnel no later than one week prior to the Job Shadow experience.

School personnel may not have visited the business site, may not have met the hosts, will not be present when the student is at the site and will not supervise the visits.

In order to take part in the Job Shadow experience the student must:

- Have Job Shadow Agreement Form completed and signed by their parents or guardians submitted to school officials at least one week prior to Job Shadow day.
- Have contacted their Job Shadow hosts to make arrangements and set-up times.
- Have transportation plan.

Transportation is the responsibility of the parent(s) or guardian(s) of the student.

Student Name: _____

Job Shadow Site (Business Name): _____

Business Address: _____

Date of Shadow Experience: _____

Host Name: _____

Host Work Phone Number: _____

Host Job Title: _____

I, _____, give permission for my student,
_____ to be released to visit the site listed above for the purpose of job shadowing and agree with the travel arrangements listed above. **I understand that school personnel may not have visited the site, may not have met the host, will not be present at the site and will not supervise the visit.**

Parent Signature

Date

Student Shadower agrees to the following responsibilities:

Shows honesty, punctuality, a cooperative attitude and a willingness to learn

Conform to the rules and regulations of the site throughout the duration of the shadow experience

The student will follow the dress and conduct codes as agreed upon prior to the job shadow day

Complete the forms and job shadow packet assignments prior to experience

The terms of this agreement are effective from _____ to _____.

Either party can
cancel this agreement at any time upon written notice to the other at least 30 hours prior to the shadow day.

Student Signature Date

Job Shadow Site and Supervisor agree to the following responsibilities:

The Job Shadow Site will provide an opportunity for the student to observe, and ask questions about the actual work an employee is required to accomplish in the course of a day

The Job Shadow Site will advise DCSD of any dress code or special behavior prior to the shadow date

In the event of injury or accident, the Job Shadow Site will provide immediate emergency care base on humanitarian considerations, and will promptly report the event to DCSD. DCSD will complete an accident report as if the accident had occurred on district property. District students participating in a job shadow are covered by the District Liability Insurance while at the Job Shadow Site.

The Shadow Site agrees to indemnify and hold harmless the district from any and all claims and losses resulting from the Shadow sites performance to this agreement. The District agrees to indemnify and hold harmless the Shadow Site, officers, agents and employees from any and all claims and losses resulting from District performance of this agreement.

The terms of this agreement are effective from _____ to _____.

Either party can cancel this agreement at any time upon written notice to the other at least 30 hours prior to the shadow day.

Supervisor Signature

Date

The School Coordinator agrees to the following responsibilities:

The Shadow Site agrees to indemnify and hold harmless the district from any and all claims and losses resulting from the Shadow sites performance to this agreement. The District agrees to indemnify and hold harmless the Shadow Site, officers, agents and employees form any and all claims and losses resulting form District performance of this agreement.

The terms of this agreement are effective from _____ to _____. Either party
can
cancel this agreement at any time upon written notice to the other at least 30 hours prior to the
shadow day.

District SignatureDate